

# GUIDELINES FOR CONTRIBUTORS TO *ASIAN PERSPECTIVES*

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*ASIAN PERSPECTIVES* WELCOMES ARTICLES on the archaeology and prehistory of Asia and the Pacific region. The Editors will also be pleased to consider papers on ethnoarchaeological subjects, linguistic articles concerned in some way with prehistorical reconstruction, and physical anthropological and ethnographical articles of interest and use to the prehistorian. The Editors are open to suggestions for special issues of *Asian Perspectives* devoted to particular topics or regions. Recommendations for such issues may be forwarded to the Editors.

Manuscripts should be addressed to the Editor-in-Chief, *Asian Perspectives*, Department of Anthropology, 2424 Maile Way, University of Hawaii, Honolulu, HI 96822, U.S.A. All manuscripts must be typed, in English, on one side of 8½ × 11 inch or A4 bond paper, with generous margins. The original and two clear copies of text, tables, and all illustrations or photographs are required. Each manuscript will be reviewed by at least two suitable specialists.

*Asian Perspectives* is published in two issues per year. Issues are printed in May and November of each year.

## GENERAL

Papers should contribute both to substantive and more general issues in archaeology. Authors should avoid the use of specialized language unless absolutely required.

Editorial style conforms to specifications set forth for scientific publications in the *Chicago Manual of Style, Thirteenth Edition, Revised and Expanded* (Chicago and London, the University of Chicago Press). Spelling, with few exceptions, conforms to *Webster's Third New International Dictionary of the English Language, Unabridged*. Manuscripts should follow the guidelines outlined below; those that do not may be returned for revision before review.

## TITLE PAGE

On the first page of manuscript provide the title (capitals and lower case), author name, position title, professional affiliation, and address.

## ABSTRACT AND KEYWORDS

On the second page of manuscript provide an informative abstract of no more than 300 words. The abstract must be capable of standing alone without reference to

the text. List several key words below the final line of the abstract. Keywords should include the most important topical, regional, substantive, and general characteristics of the paper.

#### TEXT

Begin text on the third page. Center all headings. Underline words to be set in italic (including Latin names and foreign terms). Foreign words and terms, including place names, should be spelled with appropriate diacritical marks (e.g., glottal stop, macron). Do not include footnotes in the text; use endnotes instead.

*Text Citations.* Cite references by author, date, and where appropriate, page numbers. For example, "Griffin and Solheim (1990:153) discuss Agta hunter-gatherers in the Philippines . . ." and ". . . fortified sites have been located in the Phimai region of Thailand (Welch and McNeil 1990)." Use "and" (not ampersand), "et al." for more than two authors, and no comma between author and year. When two or more articles are cited together, arrange alphabetically by author's surname and separate by semicolons. Two or more citations by the same author(s) are arranged chronologically. Separate multiple citations for one author with commas. When page numbers are given, use no space after colon. Distinguish multiple citations by the same author in the same year by alpha (i.e., *a*, *b*).

*Numbers.* Spell out numbers from one to ten, except for decimals, fractions, and when used with units of measure; use numerals for numbers above ten. Write out ordinal numbers, e.g., second, nineteenth century. Do not use a comma for four-digit numbers, e.g., 1000 (but 10,000). Repeat all digits in ranges, e.g., 257–260 (not 257–60).

*Measurements.* Use metric measurements for distance and volume measures. Abbreviate measures when preceded by a quantity, e.g., 4 cm (do not use a period).

*Dates.* Use capitals for alphas in dates, e.g. A.D. or B.C. Use the following conventions: A.D. 600, 1000 B.C., 1500 B.P., eighth-century B.C. Express <sup>14</sup>C dates as conventional or calibrated dates. Calibrated dates should employ the most recent procedures as published in the journal *Radiocarbon*.

#### ACKNOWLEDGMENTS

Place acknowledgments at the end of the text, before the References.

#### REFERENCES

Place references at the end of the text of the paper. Begin references on a new sheet of paper. All text, table, figure, and plate citations should be accompanied by a complete reference. Follow the style and punctuation guide for references closely. List references in alphabetical order by first author. List first or only author by surname, first name, and one initial; cite subsequent authors by first name, one initial, and surname. Group multiple publications by same author(s) in chronological order. Write out the first names of authors as they appear in the original reference.

Underline all journal titles or book titles. If publication is part of a monograph series, underline the title of the monographic work. Examples:

Hutterer, Karl

1976 An evolutionary approach to the Southeast Asian cultural sequence. Current Anthropology 17:221–242.

Chang, Kwang-chih

- 1986 The Archaeology of Ancient China, 4th ed. New Haven and London: Yale University Press.

Longacre, William A.

- 1981 Kalinga pottery: An ethnoarchaeological study, in Pattern of the Past: Studies in Honour of David Clarke: 49–66, ed. I. Hodder, G. Issac, and N. Hammond. Cambridge: Cambridge University Press.

Earle, Timothy

- 1978 Economic and Social Organization of a Complex Chiefdom: The Halelea District, Kaua'i, Hawaii. Anthropological Papers of the Museum of Anthropology, University of Michigan 63. Ann Arbor, MI: University of Michigan.

Bronson, Bennet

- 1976 Excavations at Chansen and the Cultural Chronology of Protohistoric Central Thailand. Ph.D. diss., University of Pennsylvania, Philadelphia. Ann Arbor: University Microfilms.

Solheim, Wilhelm G. II

- 1965 The functions of pottery in Southeast Asia—from the present to the past, in Ceramics and Man: 254–273, ed. Frederick R. Matson. Viking Fund Publications in Anthropology 41. Chicago: Aldine Publishing Co.
- 1968 Possible routes of migration into Melanesia as shown by statistical analysis of methods of pottery manufacture, in Anthropology at the Eighth Pacific Science Congress: 139–166, ed. Wilhelm G. Solheim II. Asian and Pacific Archaeology Series 2. Honolulu: Social Science Research Institute, University of Hawaii.

Tuggle, H. David, and Karl L. Hutterer, eds.

- 1972 Archaeology of the Sohoton Area, Southwestern Samar, Philippines. Leyte-Samar Studies 6(2).

#### TABLES

Double-space each table on a separate sheet of paper and collect all tables at the end of the text. Number tables consecutively in the order in which they will appear. Title each table; the table number and title should appear at the top of the page. Explain abbreviations or other conventions in footnotes, double-spaced, at the bottom of the table.

#### ILLUSTRATIONS

Plan illustrations to fit the printed page size, 5 × 7 inches, including space for a caption at the bottom of the illustration. Submit the original and two copies of each illustration. Treat all photographs as Plates, all line art as Figures, and number separately (e.g., from Plate I and from Figure 1) in the order in which they are cited in the manuscript. Prepare a list of captions each for figures and plates. The lists should be placed at the end of the manuscript, after the tables. Identify each original, camera-ready illustration on the back or in the upper corner with the name of the author and the illustration's sequential number.

*Photographs* must be clear and printed on glossy paper with good contrast. Crop photographs to include only essential detail. If several photographs are used for a single plate, they should be grouped to fit the page width, with identifying letters. The caption should identify each photograph that occurs in a plate. Color photographs can be submitted but will be reproduced in black and white. Do not submit color slides; convert slides to black and white photos and submit the photographs.

Submit *line art* as original inked drawings, as photographic reductions, or as Photomechanical Transfers (PMTs). Photocopies are unacceptable. Send artwork flat, unrolled. If originals are larger than the printed page, have them professionally reduced to the page size. Lettering or other detail should be large enough that when printed the smallest letters or symbols will be at least 1 mm high; lines should be thick enough and spaced widely enough so that they will not fade or run together when reduced. Computer-generated graphics are acceptable if they meet professional standards. Typewriter lettering is not acceptable.

Identify the top of each illustration. Provide suitable scale or legends within the illustration. For maps, show north arrow and if necessary, larger geographical context. Do not repeat information from the caption on the illustration or in the legend.

#### PROOFS AND OFFPRINTS

Authors will be sent galley proofs for correction before publication. Extensive changes to proofs may be charged to authors. Offprints may be ordered on a form enclosed with the proof sheets.